



## Snohomish County – Planning and Development Services

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### COMMERCIAL TENANT IMPROVEMENT APPLICATIONS

#### General Procedures & Application Instructions

This informational bulletin is to aid in completion of the Tenant Improvement application and project review procedures. It is important to follow the procedures and required format to have an application package accepted by the County and then reviewed for ultimate approval without unnecessary delays.

Complete and accurate information and timely responses to resubmittal requests are essential. Assigning a reliable and knowledgeable person as the Contact Person to coordinate applicant responsibilities during the permit review process is critical.

The “Minimum Submittal Requirements Checklist for Commercial Tenant Improvements” outlines the required plans and forms needed for submittal. The applicant completes this checklist and County staff verifies completeness at the submittal appointment.

**Application submittal is BY APPOINTMENT ONLY. To schedule a submittal appointment, please call 425-388-3311 x2790.**

Tenant Improvement Projects normally require a single-stage review following submittal which normally takes up to 3 weeks, but can take longer if corrections are required.

Details of the application package are as follows:

**Required Forms:** A completed “Commercial Building Permit Application” (mark X on Tenant Improvement in Section 2-Project Information) is required as part of the submittal identifying project characteristics.

**Required Plans:** Please follow the “Minimum Submittal Requirements Checklist for Commercial Tenant Improvements” for required plan items.

**Acceptance of Application:** County staff will assign a project file number to the application after acceptance. Please use this number when communicating about the project.

**The Review Process:** Typically, a County building review specialist will review commercial applications for Tenant Improvement. The Snohomish Health District also must review the application if the lot is serviced by a septic system or the proposed business is a school or food-service related.

**Permit Status:** General status questions can be answered by calling 425-388-3311 or [online](#).

**Application Approval/Permit Issuance:** After approval, the Contact Person will be notified that the permit(s) are ready to be issued. Permits should be picked up as soon as possible after notification and must be issued within 18 months of application. Permits are valid for 18 months and can be renewed for an additional 18 months. A renewal fee in the amount of one half the original permit fee is due at the time of the renewal request.